



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** National Intelligence Manager for Western Hemisphere and Transnational Crime

**Position Number:** 16594

**Position Grade:** SNIS Executive Tier 2

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 02/28/2022 – 03/15/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/MI/NIMC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for a SNIS Executive Tier 2 cadre position in the ODNI.

- An internal candidate to fill a SNIS Executive Tier 2 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not apply.

- For a cadre assignment:
  - Current Internal ODNI cadre.
- For a detailee assignment:



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- Current Federal Government employees at the same grade may apply. Senior Service (SNIS, SES, SIS, DISES, and DISL) candidates may apply.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities (MDRs)

Serve as the National Intelligence manager for Transnational Crime, Homeland, and Western Hemisphere.

Develop and drive the implementation of strategies and programs to enhance intelligence collection and analysis and improve mission integration across the IC.

Partner with the U.S. Government agencies from across the Intelligence Community (IC) and the broader Federal Government to ensure the delivery of effective and efficient mission support services to customers.

Establish controls and develop initiatives to ensure the Deputy Director for National Intelligence, Mission Integration, and the DNI have a comprehensive awareness of regional and functional issues, budget planning, and all relevant information is provided to the appropriate executive and legislative recipients.

Serve as a principal advisor for the ODNI on critical analytic and collection strategies and evaluations related to global transnational crime and drugs, critical infrastructure and the Homeland, Latin America and the Caribbean, and the Polar Regions.

Lead, manage and drive the ODNI core value of Commitment, Courage and Collaboration, and lead through example to ensure the efficient use of personnel and funding resources while maintaining ODNI commitment to diversity and opportunity.

Lead and manage professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, multiple dependencies, and



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multiple interfaces; ensure mission priorities are aligned and integrated into overall coordinated ODNI budgetary guidance to the National Intelligence Program.

Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and mediation.

Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community elements in order to meet stakeholder requirements.

## **Mandatory and Educational Requirements:**

Expert knowledge and familiarity of the IC and USG mission, objectives, and programs with regards to global transnational crime and drugs, critical infrastructure and the Homeland, Latin America and the Caribbean, and the Polar Regions.

Strong strategic and tactical planning, critical thinking and analytical skills, required to propose innovative solutions and implement change with resourcefulness and creativity.

Expert knowledge and familiarity of the IC and USG mission, objectives, and programs with regards to global transnational crime and drugs, critical infrastructure and the Homeland, Latin America and the Caribbean, and the Polar Regions.

Extensive managerial experience including experience with personnel, financial management policies, regulations, and practices.

Strong strategic and tactical planning, critical thinking and analytical skills, required to propose innovative solutions and implement change with resourcefulness and creativity.

## **Desired Requirements:**

Proven ability to coordinate, network, and communicate across the IC and USG agencies to develop, coordinate, and influence change.

Excellent oral and written communication skills, including ability to clearly convey complex information to audiences of all levels.

Outstanding interpersonal skills and ability to work effectively, independently, and exert influence both internal and external the Agency.

## **Key Requirements and How To Apply:**

### **Internal ODNI Cadre Candidates:**



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## A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni\_coo\_hrm\_semo\_wma@cia.ic.gov (classified email system) or DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

## Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.



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- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either [dni\\_coo\\_hrm\\_semo\\_wma@cia.ic.gov](mailto:dni_coo_hrm_semo_wma@cia.ic.gov) (classified email system) or [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov) (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3300.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable



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accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**